



Integrated Systems Development and Management

112 North Devon Avenue
Sherwood, AR 72120
(501) 772-6323

Meeting Evaluation Form

Date _____

Meeting Evaluation - Facilities	Not at All				To a Great Extent	Don't Know	NA
	1	2	3	4			
1. The location of this meeting is convenient for me to attend.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The parking for this meeting was convenient.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The room was comfortable and appropriate for the meeting. (layout, tables, displays, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The starting time and length of the meeting was appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments concerning facilities or logistics of meeting:

Meeting Evaluation - Content	Not at All				To a Great Extent	Don't Know	NA
	1	2	3	4			
5. The purpose of the meeting was clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The facilitator of the meeting kept the meeting on task.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The information presented at the meeting was useful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. All participants had opportunity to speak and express their views.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The presentation of information was clear and understandable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The <u>number</u> of people present at the meeting was appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The diversity of people present at the meeting was appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. I found the meeting productive and useful	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. I was able to play an active role in the decision making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Overall, I think this meeting was a success and helped us move toward a goal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Did you miss the last meeting of this group? Mark all that apply.	<input type="radio"/> No, I attended the meeting prior to this meeting. <input type="radio"/> Not Applicable (this is the first meeting, I am a new attendee, etc.) <input type="radio"/> Yes, I wanted to attend but was not able to come. <input type="radio"/> Yes, I missed because I don't find the meetings important. <input type="radio"/> Yes, I missed because it is not a priority for me or my employer. <input type="radio"/> Yes, I missed because I was not notified of the meeting.						

Comments concerning the success of the meeting: